DATA ITEM DESCRIPTION

Title: Status Report

Number: DI-MGMT-80368A
AMSC Number: 7619
DTIC Applicable: No
Office of Primary Responsibility: NS/DA02
Applicable Forms: N/A

Approval Date: 30 OCT 2006
Limitation: N/A
GIDEP Applicable: No

Use/relationship:

The Status Report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compare the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance.

This Data Item Description (DID) contains format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

It is not intended that all requirements herein should be applied to every program. Portions of the DID are subject to tailoring by deletion depending on the specific status reporting requirements of the project.

This DID is related to DI-FNCL-80331, Funds and Man-Hour Expenditure Report which can be used in conjunction with this report if paragraph 3.2.3 below is deleted.

This DID supersede DI-MGMT-80368.

Requirements:

1. Reference documents. None.

2. Format. The Status Report shall be in contractor format.

2.1 Identification. The data indicated below shall be contained on a title page or on the first page of the report.

a. Title/identification of the system/component/program/project.

b. Type of report (e.g., monthly, interim, final).
c. Period covered by the report.
d. Contract number.
e. Preparing activity or contractor's title.
f. Security classification, when required.
g. Distribution Statement.

2.2 Page size. The report shall be on 8 ½ by 11 inch (metric A4) paper.

3. Content. The report shall contain the following:

3.1 Summary. The summary shall include a brief statement of the overall project status , covering the accomplished technical activities and development, objectives of efforts, summary results of efforts, identification of major problems/deficiencies with impact, and recommended solutions.

3.2 Body of report. The Status Report shall contain the following items, where applicable:

3.2.1 Milestone/task status. The status of each milestone/task as defined by the statement of work or contract, as applicable:

a. A statement as to whether or not the program/project/task is on schedule; if not, the effort planned to meet the schedule shall be indicated. Include an overall status of each milestone, task, or unit of work. Include update schedule sheets, milestone charts, or task synopsis sheets identifying phase of task and percentage of completion of each task, technical instruction, or order.

b. A comparison of achieved end-product performance capabilities projected against contract baseline values, requirements, or allocations.

c. Effort expended on each task to date, and a brief description of technical developments and accomplishments.

d. Key dates in any testing program and description of tests performed and significant test results. If applicable, a description of the amount and type of down time on the equipment or system under test.

e. A list of all designs completed and a brief description of each item. For designs in process, provide estimated dates for design and drawing completion.

f. A narrative of outstanding problems existing as of the previous status report, and their resolution status.

g. New problem areas encountered or anticipated, their effect on the overall work effort/project and steps being taken to remedy problem situations.

h. Significant results of conferences, trips, or directives for the Contracting officer's representatives.

i. Any other information which may cause significant changes in the program schedule.

3.2.2 Future plans. Summary of future plans, recommendations and proposals both for the next reporting period and for any long term plans.

3.2.3 Itemized man-hours and costs. Itemized man-hour and cost expenditure incurred for the reporting period by category and task, total contractual expenditures, and funds remaining as of the reporting date.

3.2.4 Contract deliveries status. The status of each deliverable end item, including data deliverables, as required by the contract. Provide item and contract identification, shipping/transmittal data, acceptance status, security classification, and schedule due date information.

3.2.5 Report preparer. Name of person(s) preparing report and telephone number(s).

3.3 Appendices. Appendices where applicable, for tables, references, charts, or other descriptive material. Each appendix shall be identified and referenced in the appropriate area of the report.

4. END OF DI-MGMT-80368A